



LABORATORY ASSISTANT
(CORRECTIONAL FACILITY)
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January – June and July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application for Laboratory Assistant, CF to:

By mail with:	or	In person with:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Selection Services Section		Selection Services Section
P.O. Box 942883		1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95814
(916) 322-2545		(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Laboratory Assistant, CF can be downloaded from State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov, or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

NOTE: Only applications with an original signature will be accepted.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application and supplemental application by mail or apply in person at the below address between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted and processed continuously.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) (As of July 1, 2006)

Range A: \$2,082 - \$2,527 per month

Range B: \$2,236 - \$2,715 per month

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: This range shall apply to persons who have satisfactorily completed the equivalent of six months of Range A experience, or who have completed one year of experience in laboratory work. (Completion of one year of college work, including at least four semester hours in college laboratory courses, such as chemistry, physics, biology, or bacteriology may be substituted for the required experience.)

An additional bonus is offered at Adult Institutions as indicated below:
\$2,400 annual payment after 12 consecutive months of employment. (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison).

MINIMUM
QUALIFICATIONS

Either I
Six months of experience in laboratory work performing assigned, varied, standardized, and nontechnical laboratory procedures in collecting, processing or preparing laboratory specimens, materials and supplies, and in operating specialized laboratory equipment.

Or II
Education: Equivalent to completion of the eighth grade.

Or III
Satisfactory completion of a formalized laboratory work experience and training program of at least three months' duration, such as those conducted under Job Training Partnership Act, or similar work experience programs conducted by State agencies.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; aptitude and liking for laboratory work; orderliness; tact; reliability; color vision adequate to successfully perform the essential functions of the job.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Ability to:**
- 1. Communicate effectively at a level required for successful job performance
 - 2. Clean and care for laboratory equipment
 - 3. Learn elementary laboratory methods and procedures
 - 4. Keep accurate records
 - 5. Follow directions
 - 6. Work efficiently and effectively in a group.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Laboratory Assistant (Correctional Facility), is the entry and first working level. Incumbents, under direct supervision, perform assigned, varied, standardized, and nontechnical laboratory procedures; collect, process or prepare laboratory specimens, materials and supplies; operates specialized laboratory equipment; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; prevents escapes of and injury by persons committed to the Department of Corrections and Rehabilitation to themselves or others or to property; maintains security of working areas and work materials; to inspect premises and search inmates for contraband, such as weapons or illegal drugs.; and does other related work.

Position(s) exist with the Department of Corrections and Rehabilitation throughout the State.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERAN'S POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department and on line at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS